

APPROVED

Downtown Providence District Management Authority

Board of Directors Meeting Minutes

October 16, 2014

1. Roll Call

Chairman Richard Lappin called the meeting to order at 8:35

Directors present: Bert Crenca, Joe DiBattista, Steve Durkee, Evan Granoff, Richard Lappin, Susan Lapidus and Robert Taylor

Ex Officio Members present: Lt. Tim O'Hara, Lisa Paratore, Diana Burdett

Others present: Dan Baudouin, Executive Director of The Providence Foundation; Joelle Kanter, The Providence Foundation Program Manager; Frank LaTorre, Director of Public Space, Alison Izzi, DID Accounting Manager and Frank Zammarelli, Block by Block Operations Manager.

2. Motion to thank John MacIver for his service to the Downtown Improvement District

Director Joe DiBattista motioned to thank John MacIver for his many

years for service to the Downtown Improvement Director. Evan Granoff seconded the motion and a roll call vote was held as follows:

Director Crenca Yes

Director DiBattista Yes

Director Durkee

Director Granoff

Director Lappin

Director Lapidus Yes

Yes

Yes

Yes

Director Taylor Yes

Therefore the motion passed.

3. Approval of the minutes from the September 18th meeting

Director Joe DiBattista motioned to approve the minutes from the September 18, 2014 Board Meeting. Director Susan Lapidus seconded the motion and a roll call vote was held as follows:

Director Crenca Yes

Director DiBattista Yes

Director Durkee

Director Granoff

Director Lappin

Director Lapidus Yes

Yes

Yes

Yes

Director Taylor Yes

Therefore the motion passed.

4. City of Providence Update

Lt. Tim O'Hara reported that the police academy graduated 53 candidates. After the required 14 week training period Lt. O'Hara will ask for additional foot patrols and/or bikes in the downtown area. He reported that downtown has been very busy this past month with road races, Waterfire, and the Color run. He reported attending the resident/owner meet and greet at the Arcade. He has a meeting scheduled with Jim Rychek, Director of the RI Coalition for the Homeless, to discuss options and available resources, outreach and other possible solutions for the recent influx of the homeless in downtown. Lt. O'Hara also has a meeting with Councilman Yurdin to address concerns in the Cathedral Square area. He reported that DV8, the former dive bar is booking live entertainment which now requires them to enter their proposed schedule to the license board for consideration.

5. Financial Report

Alison Izzi reported that collections for the 1st quarter of 2015 were at 93%. There were no unusual expenses during the month. There was an allocation to Special Projects – Kennedy Plaza, in the amount of \$5,100 for ambassador overtime relating to the RIPTA bus relocation. The Bank RI checking account has been transferred to a new money market account at Home Loan Bank that pays 1% interest annually. The FY 2014 audit is complete and a presentation will be made by

LGC & D at the November meeting.

Director Evan Granoff motioned to accept the September financial statements, Director Bert Crenca seconded the motion, and a roll call vote was held as follows:

Director Crenca Yes

Director DiBattista Yes

Director Durkee

Director Granoff

Director Lappin

Director Lapidus Yes

Yes

Yes

Yes

Director Taylor Yes

Therefore the motion passed.

6. Vote to approve 3-year lease for office space with the Greater Providence Chamber of Commerce

The Providence Chamber of Commerce has extended to the Downtown Improvement District a 3-year lease for office space with the following terms: The lease will run from 10/1/14 – 8/31/17; the lease includes 500 square feet of space and rent is set at \$950/month plus \$70/month for utilities.

Director Steve Durkee motioned to approve the lease. Director Bert Crenca seconded the motion, and a roll call vote was held as follows:

Director Crenca Yes

Director DiBattista Yes

Director Durkee

Director Granoff

Director Lappin

Director Lapidus Yes

Yes

Yes

Yes

Director Taylor Yes

Therefore the motion passed.

7. Report from the Director of Public Space

Frank LaTorre reported on the ADA sidewalk project. The design phase is 90% complete. He continues to work with RIDOT to move the project forward. The contract award may be delayed and is contingent on federal funding and the federal transportation bill that is currently in congress. The goal is for the project to begin in the spring of 2015 and be completed by November 2015. The City has contributed \$600,000 toward this project. Frank reported talking with Nate Urso and Alan Sepe regarding Downtown Street paving to make sure it stays in the program for next spring.

Frank discussed the need for clean and safe services in Kennedy Plaza once construction is complete. The DID submitted a proposal to be funded by RIPTA which includes 2 full-time clean ambassadors 7

days a week, equipment and supplies at a cost of \$98,000.

8. Motion to approve \$2,500 towards energy efficient lights on Westminster Street

The Downtown Improvement District would like approval for \$2,500 to contribute to the replacement of the overhead lights hanging over Westminster Street, from Dorrance to Union Streets. The total overall cost of the project is \$39,000. National Grid will contribute \$19,000 and Cornish Associates has agreed to raise the remaining \$17,500.

Director Bert Crenca motioned to approve the \$2,500 contribution to the overhead light project. Director Joe DiBattista seconded the motion, and a roll call vote was held as follows:

Director Crenca Yes

Director DiBattista Yes

Director Durkee

Director Granoff

Director Lappin

Director Lapidus Abstained

Yes

Yes

Yes

Director Taylor Yes

Therefore the motion passed.

8. Marketing Report

Joelle Kanter reported that the Bring Your Company to Life collateral materials were distributed to a variety of recent conferences and events including the Business Innovation Factory Summit, Design Week RI and the regional American Institute of Architects conference. The Bring Your Company to Life advertising campaign will continue through the fall with a focus on social media. Site visits were conducted for the Wayfinding Signage Project with Chris Ise from the Planning Department and Pedro Pechardo from the DPW. As result, the location, message and sign type has been confirmed for each spot. A few changes were made based on the downtown circulator project. The bidding package is now being finalized.

9. Block by Block Report

Frank Zammarelli report that the hanging baskets will be taken down this week and the summer flowers removed. He will leave some ground gardens as long as possible. Next year's flower order is in place. He reported planting trees and shrubs in the gateway gardens and will finish the tree and shrub planting in early spring.

10. Economic Development

Dan Baudouin reported that the wayfinding signage project is almost ready to go out to bid. The Providence Place Mall has agreed to fund wayfinding in the amount of \$20,000 - \$30,000. He reported that "Yes on 6" is running a good campaign. AAA came in with an endorsement and money. He also reported that all candidates for Mayor pledged not to increase the commercial tax rate and fix the permitting process.

10. Other Business

Dan Baudouin stated that next month's board meeting will be held on Wednesday, November 19th. It will be held in conjunction with the DID retreat. Steve Gibson from Urban Place Consultants will be in town and will speak at both the Providence Foundation and DID retreats. The DID board meeting will begin at 8:30 will the retreat

immediately following ending at 12:00.

11. Adjournment

The meeting was adjourned at 9:48 a.m.

Respectfully submitted,

Alison Izzi

Accounting Manager

Downtown Improvement District